



*Robert P. Duckworth, Clerk*  
Circuit Court for Anne Arundel County  
Courthouse, Church Circle  
Post Office Box 71  
Annapolis, Maryland 21404

Memorandum

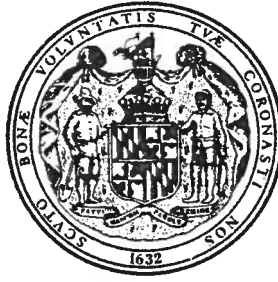
To: All Clerk Employees  
From: Robert P. Duckworth, Clerk  
Date: September 28, 1998  
Re: Updated Dress Code

Attached please find an updated dress code for the Clerk's Office. This new dress code contains minor changes which will accent the professional, business-like atmosphere of our organization. These changes are effective October 1, 1998.

attachment

rrc





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## ***Dress Code***

### **In General**

The following updated dress code portrays a professional, business-like atmosphere in the Clerks office. In setting these guidelines, dress codes from local businesses such as banks and law firms were used as references.

The following guidelines are intended to help you determine what is appropriate for the workplace and what is not. If you're not sure whether an outfit is appropriate, it's probably best not to wear it. Attached there are picture examples of outfits that are appropriate and not appropriate.

### **Regular Work Days**

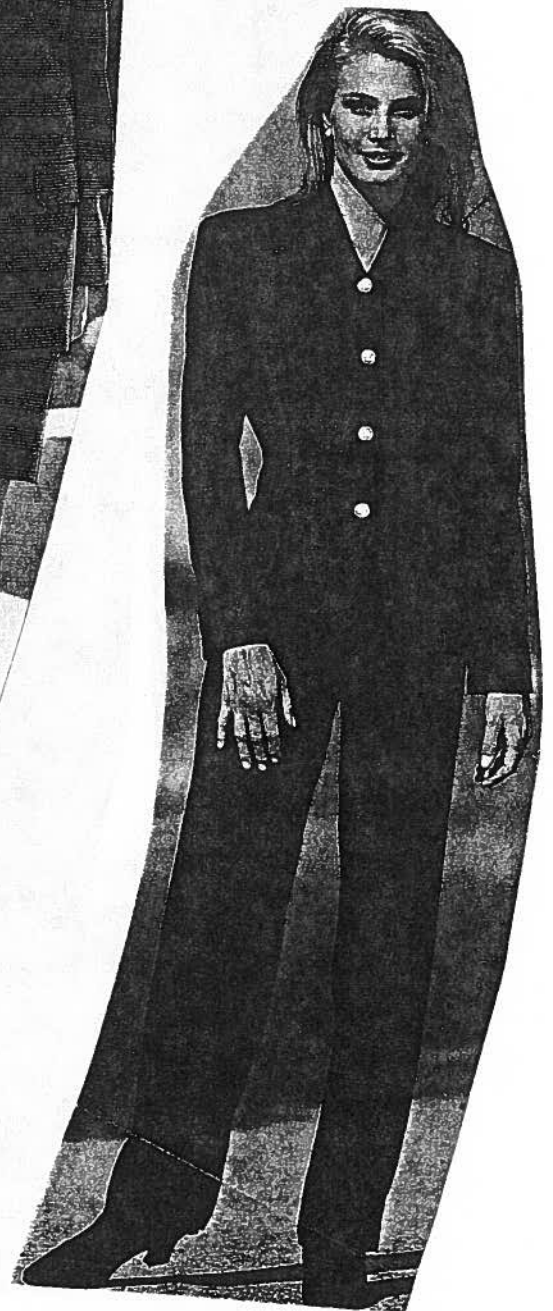
#### **Men**

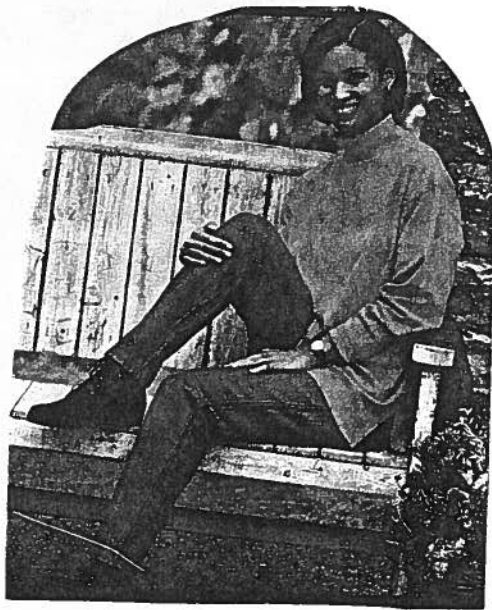
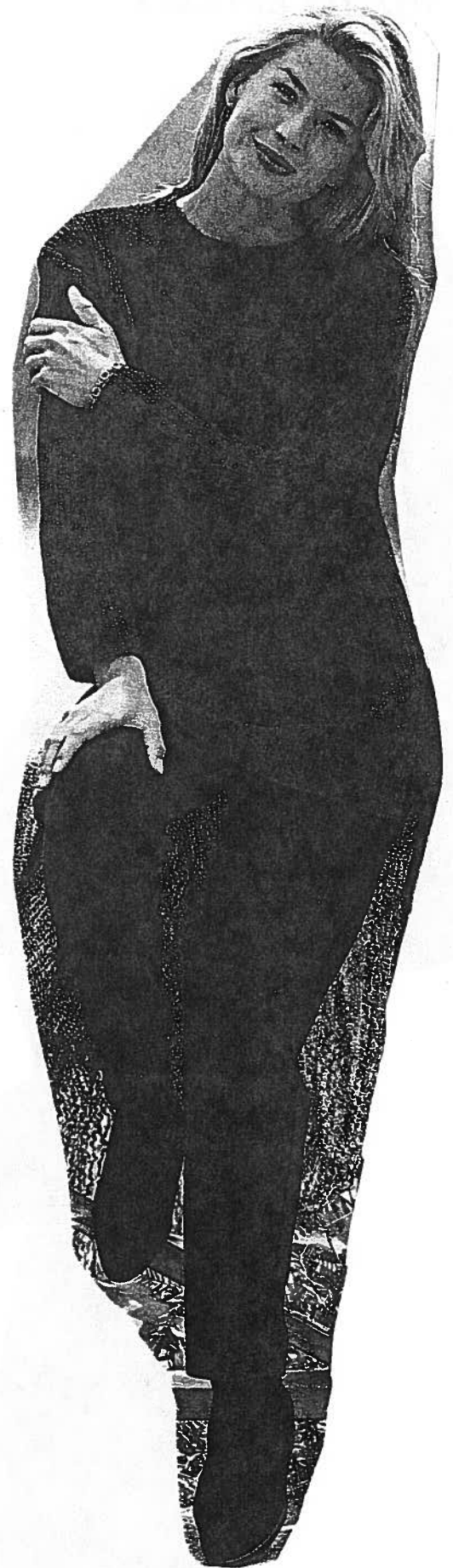
Men must always wear a tie. Button down dress shirts with long or short sleeves are appropriate. Sport jackets are optional. Long pants, such as dockers or dress pants, and dress shoes are required. Suits are optional. Mandarin collared shirts are not appropriate on regular work days. Denim is not appropriate.

#### **Women**

Business-like suits, blouses with skirts or dress slacks and optional blazers are appropriate. Skorts, city shorts, stirrup pants or leggings are not acceptable on regular work days. Dresses are appropriate; however, sundresses may only be worn with a jacket. Stockings should be worn except on casual days. Denim is too casual for regular work days.

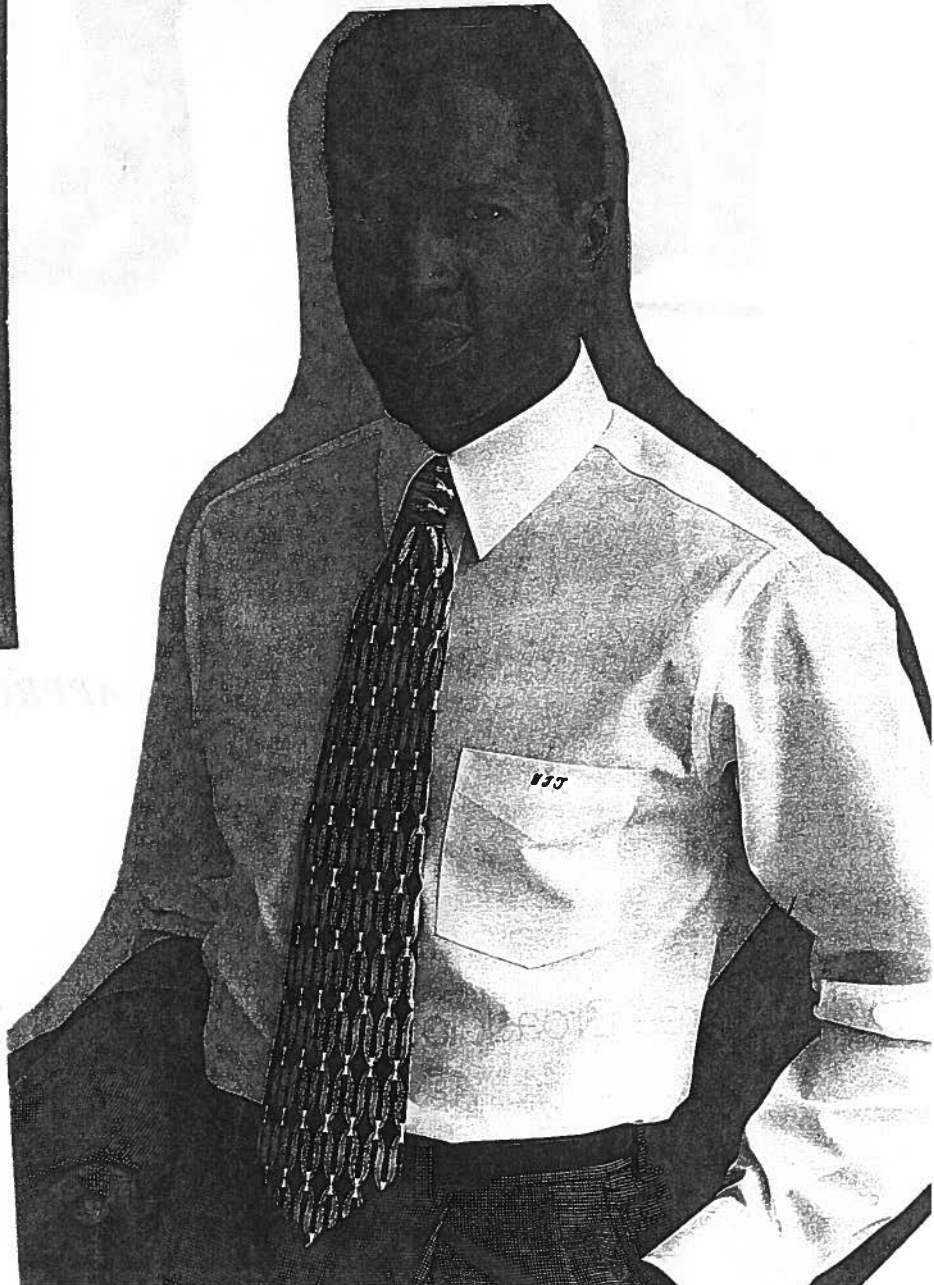
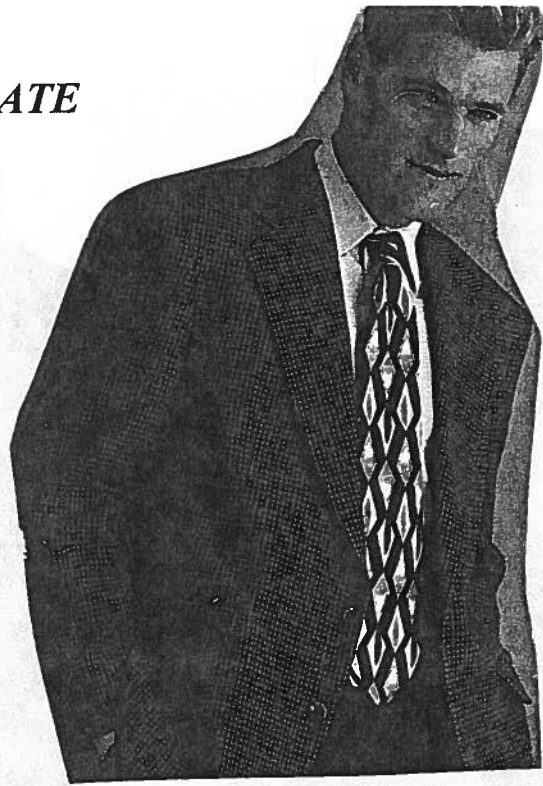
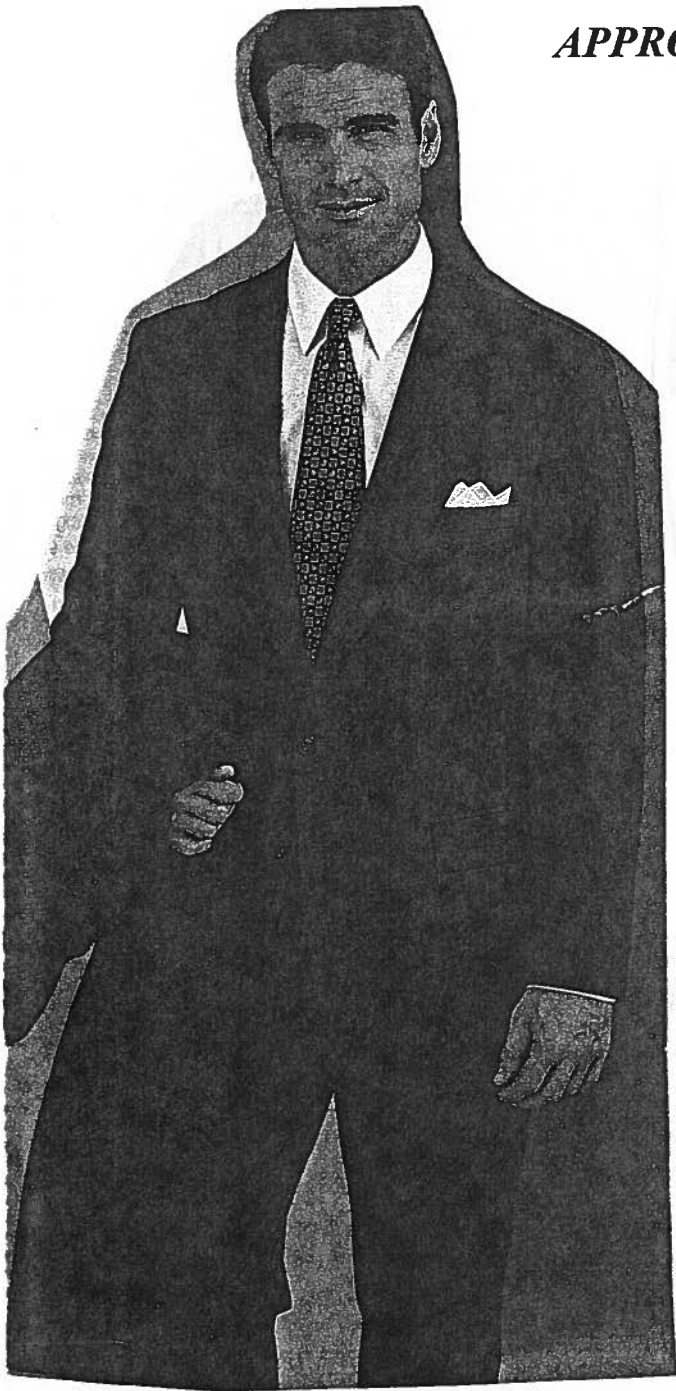
*APPROPRIATE*





*APPROPRIATE FOR CASUAL DAY*

*APPROPRIATE*







*NOT ACCEPTABLE*

